

## Job position

### **Commercial Lines Account Manager**

*Huggins Insurance Services, in partnership with Bliss Sequoia Insurance are seeking a full-time Commercial Lines Insurance Account Manager to join our growing team.*

If you want to be a part of a growing independent insurance agency in the Pacific Northwest, join us! We are proud to have a culture of professionalism, team work, and a fun work environment that allows you to learn, grow, and more importantly enjoy what you do. Our ideal candidate must provide superior service to our clients by promptly responding to their inquiries and addressing their individual needs and preferences. Position has available hybrid schedule after completion of training and/or based upon experience.

We are thankful not be part of “Corporate America”. Unlike “Corporate America”, we do not make decisions solely based on revenues. Rather, as a locally owned independent agency we operate with our employees and clients coming first and foremost. We believe our employees are our greatest asset. With that in mind, we have an open-door policy, friendly atmosphere and have fun!

#### **Commercial Lines Insurance Account Manager Responsibilities Include:**

- Support sales staff in new business generation
- Contribute with assessing the needs of our current and prospective clients
- Complete ACORD applications and bind coverage
- Select the most appropriate carrier that matches our client’s needs
- Insurance company *on-line* rating
- Policy review and delivery
- Policy Billing
- Service the needs of clients with claims, changes, answering coverage questions, and developing a positive working relationship with your assigned clients

## Commercial Lines Insurance Account Manager Requirements:

- Must possess current Oregon Property and Casualty Insurance License
- Experience with independent insurance agency operations preferred
- Experience with nonprofit groups preferred
- Looking for deep knowledge in the commercial lines of insurance, servicing accounts with premiums ranging from \$1K to \$50K+
  - Accurate and efficient administration
- Experienced *and proficient* Excel and Microsoft Office suite skills required
  - *Knowledge of AMS is a big plus*
- Knowledgeable on insurance company *on-line* rating systems
- Excellent written or verbal communication skills

## Commercial Lines Insurance Account Manager Benefits:

- Highly competitive compensation based upon experience
- Excellent benefits package includes:
  - Medical, Prescription, Vision
  - Dental, Life, Short Term and Long-Term Disability
  - 401k with employer match
  - Paid Time Off
  - Personal fitness program reimbursement
  - Costco membership
  - Calculated annual bonus